

New Patron Information

Two (2) forms of ID are required to apply for a library account, such as a Driver's License and a utility bill. Your library account includes a card that will be used to check out materials for you or your family members. Family or individual numbers are permissible.

We are part of the [Northern Cache Library Consortium](#); your library card can also be used at the other three libraries (Smithfield, Lewiston, & Newton) as long as you are in good standing. Your home base library should be the closest one to your residence.

Check-out period is two weeks, unless you request an extended time which can be done under certain circumstances. Materials may be renewed if they are not on a waiting list. Renewals can be done by calling (435) 258-5525 (leave a message if we are busy or closed) or you can renew online if you have set up your account.

No fines: We are a fine-free library. Read the full policy [here](#).

Damaged or lost books or other materials: the patron will be charged replacement costs for damaged or lost materials.

Interlibrary Loan is offered to anyone who is in good standing with the library. This service is provided when an item is not available locally; these items can come from all over the nation. There is **no cost** to use this service. Items usually take one to three weeks to arrive.

Programs: We offer several programs throughout the year. Information is posted at the library, in our city newsletter, or may be found under the Programs tab on the navigation bar.

There are **three computer stations** available to the public for Internet usage. All individuals under the age of 18 must have a permission slip signed by a parent or guardian. Internet may not be used for games, gambling, or pornography. Computer usage may be monitored. A copy of our Internet Policy is available at the check-out counter. **Four children's computers** are also available with restricted internet accessibility.

A **multipurpose machine**, which will **print, copy, fax** and **scan**, is available at a charge of 10¢ per black & white copy or print and 25¢ per color copy or print. Faxes are free to send or receive; document scanning is also free.

The **Media Drop** is located west of library door for after hour book, DVD, and audio returns.

Search our catalog online, use Utah's Online Library, and download free ebooks, audio books, videos and magazines on the **Overdrive Libby App**. The Libby App is a service provided by

your state and local library that allows you to borrow digital content like ebooks, audiobooks, and video. Ty Libby on your tablet or mobile device.

If you have any **questions**, please feel free to call **(435) 258-5525**. We hope you enjoy the Richmond Public Library and take advantage of the services available to you.